



City of Bloomington's 2014 Buskirk-Chumley Theater Grant Program Guidelines

Submit application via email to: michaelm@bloomington.in.gov or (812) 349-3534

Inquiries: Miah Michaelson
Assistant Economic Development Director for the Arts
Department of Economic and Sustainable Development
401 N. Morton St., Suite 130
Bloomington, IN 47404 michaelm@bloomington.in.gov

Deadline for application: **5 p.m. Friday, October 18, 2013**

About the Buskirk-Chumley Theater Grant Program

The City of Bloomington's Department of Parks and Recreation and BEAD are sponsoring the Buskirk-Chumley Theater Grant Program. The goal of the program is to provide low-cost access to the Buskirk-Chumley Theater for programming with demonstrated community benefit.

The Buskirk-Chumley Theater Grant Program is a competitive grant program that will subsidize the daily rental fee for **one (1)** day's use of the theater during the year ending December 31, 2014. The grant **does not** cover required or additional labor costs, equipment rental, box office or ticketing fees or other incidental fees or charges assessed by Buskirk-Chumley Theater Management (BCTM); accepted applicants will be responsible for those costs. Rate information can be found at www.buskirkchumley.org. Usage date will be negotiated by accepted grantees and BCTM, and BCTM reserves the right to black out some dates.

Application Period

Deadline for applications is **5 p.m. Friday, October 18, 2013**.

General Eligibility Requirements

The grant program is open to any individual, business or organization located within the corporate boundaries of the City of Bloomington. Although proposed events do not have to be open to the public, grantees must not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, number of dependents, or any other legally protected status for the City of Bloomington.

Application Review and Notification

The applications will be reviewed and scored by a Review Committee consisting of representatives of the City's Legal, Parks, Community and Family Resources and Economic and Sustainable Development Departments and the Office of the Mayor. Applicants will be notified of the Review Committee's decision by email no later than November 16, 2013 after which funded projects may be able to budget for and promote their participation in this program accordingly.

Application Process

1. **Submit Grant Application by the deadline.**
2. **Application review by Review Committee.** The Review Committee will review the applications based upon stated criteria (see Review Criteria below) and will either accept or deny the application. The decision of the Review Committee is final.
3. **Sponsorship Credit and Final Reports.** Applicants of funded projects will be required to give sponsorship credit to the grant program and provide a final report summarizing the project. Grantees not following sponsorship credit guidelines or submitting a final report in a timely fashion may be ineligible for further support through this program.

Review Criteria

The Review Committee will use the following criteria in evaluating applications:

- **Community benefit.** Applications will be evaluated as to the extent they demonstrate a tangible benefit to the community whether it be through artistic quality, economic development, tourism or social/community impact; and to the extent they provide tangible benefit to the applicant and partners (if any).
- **Appropriateness to the venue.** Applications will be evaluated as to the extent to which the proposed event is a good fit for the venue (size of projected audience, type of programming).
- **Feasibility.** Applications will be evaluated relative to their feasibility and convincing evidence of the grantee's ability to produce the project as proposed. Factors considered will include, but are not limited to: project budget, sources of funds, timeline and marketing plan.
- **Event Production Experience.** Applicants will be evaluated relative to the extent they demonstrate either previous experience with or an existing skill set appropriate to producing an event at the BCT.
- **Impact.** Applications will be evaluated as to the extent that receiving the grant will have a significant impact on the applicant, its partners, or the BCT. Impact

can be defined as capacity-building, financial or in some other way as defined by the applicant.

- **Collaboration.** Applications will be evaluated as to the extent they effectively utilize partnerships in the project.

Priority consideration will be given to applicants and events that have **not** been previously supported through the BCT Grant Program.

Instructions

Grantsmanship is a major factor in the favorable review of proposals. While an application may be technically eligible, unaddressed evaluation criteria, non-descriptive narratives, or a failure to submit complete budget information may result in a negative evaluation. Please direct questions to Miah Michaelsen, Assistant Economic Development Director for the Arts, at 349-3534 or michaelm@bloomington.in.gov.

Applicants must use the official grant application form. Applications may be submitted via email (preferred method) in person, and through regular mail by 5:00 p.m. October 18. If submitting in person or through regular mail, submit the **original** application only (copies are not necessary.)

Completed applications should be submitted to the attention of:

Miah Michaelsen
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Submission of a signed grant application means acceptance of responsibility for having read and understood the information in these guidelines, and compliance with all rules, regulations, laws, terms and conditions described in this document.